

**Milford Water/Wastewater Commissioners’
Meeting Minutes
May 24, 2016**

Present: Robert E. Courage, Chairman
Michael E. Putnam, Vice-Chairman
Dale A. White, Member
David Boucher, Director
Evelyn Gendron, Recording Secretary
Niko Giokas, Videographer

Call to Order

Chairman Courage called the meeting to order at 6:00 p.m.

Press and Public Comments – None

Appointments – None

Decisions/Approvals

Approval of Meeting Minutes – Vice-Chairman Putnam made the motion to approve the meeting minutes of the May 10, 2016 commissioners’ meeting as presented, seconded by Commissioner White. All voted in favor. The commissioners signed the April 26, 2016 meeting minutes, which had been approved on May 10, 2016.

Proposed Sale of 1981 Lawnmower – Director Boucher explained that the Engine House would not consider the Water Utilities Department’s 1981 Bobcat lawnmower as a trade-in toward the purchased replacement mower, a 2016 budget item. After distributing photographs of the new and old lawnmowers, Mr. Boucher recommended selling the 1981 Bobcat mower to Mr. Kris Jensen, as is, for \$200.00. Commissioner White inquired whether the Cemetery Department would need this as a spare mower. Vice-Chairman Putnam presumed not due to the Bobcat’s age. Mr. Boucher said they recently purchased a mower. Chairman Courage made the motion to approve the sale of the Water Utilities Department’s 1981 Bobcat lawnmower to Mr. Kris Jensen, as is, for \$200.00. Vice-Chairman Putnam seconded the motion. Motion passed 3/0. Mr. Courage signed the memo presented on Water Utilities’ letterhead with the wording required by the Finance Department.

Penta Corporation Pay Req. #1 re: Ultra-Violet Disinfection Project – Director Boucher’s reported that this pay requisition in the amount of \$34,380.00, with the total original contract price being \$695,900.00 has been reviewed by Underwood Engineering and by Mr. Jack Sheehy, Director of Financial Operations. Mr. Boucher distributed color photographs of the electric manhole and the U.V. Channel. Commissioner White reviewed the application for payment and photos, commenting that the U.V. disinfection project progress to date looks good. Chairman Courage asked for a motion to approve the Penta Corporation Pay Requisition #1 in the amount of \$34,380.00 for the U.V. Disinfection Upgrade project. Vice-Chairman Putnam said “so moved”. Commissioner White seconded the motion. Motion passed 3/0. Chairman Courage signed three copies of Penta Corporation’s Contractor’s Application for

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Payment #1 as presented. Mr. White inquired of the concrete. Mr. Boucher replied it was crushed, loaded and removed.

Discussion/Information Items

HVAC Project – Mr. Boucher presented and explained six color photographs of this project’s structural progress, which continues to be ahead of schedule. After the mason patches the lobby walls on the 31st, J. Lawrence Hall reps will paint and mount the final two units in the lobby. Mr. Boucher will obtain documentation of the two-year roof repair warranty. He addressed the three commissioners’ inquiries regarding the targeted activities for project completion. J. Lawrence Hall will advise regarding utilizing additional/extra functions of the rooftop unit.

Ultra-Violet Disinfection Project - Update – Mr. Boucher discussed the color photographs of the electric manhole delivered yesterday as well as the test pits. The manhole should be cored this week or next. The channel has been cleaned and walls will be formed. Mr. White inquired of the rebar to be installed. Chairman Courage inquired of the proposed electrical cable change order. Mr. Boucher is being copied on Underwood’s emails. Time and materials costs are being monitored. Mr. Boucher said the project superintendent is ready to go. Mr. Courage recalled that as of the May 10th meeting during which the commissioners selected Option B1, Penta Corporation would work with Underwood to submit a cost proposal. Mr. Boucher awaits a final cost, which should require the commissioners’ approval. Mr. Boucher said he would need to verify whether a “not to exceed” price was established. Mr. Courage said the four or five proposals presented by the engineering company as to what could be done for \$97,000.00, for Option B1, discussed May 10th was mind-boggling, and that Penta Corporation’s price could be less than, and hopefully not more than \$97,000.00. Mr. Boucher said we are shooting for a time and materials, and would be in our best interest. Mr. White said he would have expected that information would have reached the commissioners by now. Mr. Boucher said utilizing the Town’s current generator (with approval) instead of a stand-by generator during temporary power shut-downs should help keep costs low. Mr. Courage reiterated that hopefully the final numbers to proceed will be within the \$97,000.00.

Activities Report & Financial Reports – The final version of the activities report, containing the Water Department Foreman’s updates, were reviewed by the commissioners. Mr. Courage inquired whether two summer hires will again support Water Department and Collection System activities. Mr. Boucher said yes, briefly outlining the summer laborer duties performed. The commissioners received the Water/Sewer Capital Projects Revenue & Expenses report as of 4/30/16, the Town Trust Funds report as of 4/30/16, and the 2016 Indirect Cost Allocation to Water and Sewer Activities.

Miscellaneous Water Utilities Department Projects – Referring to maps, Mr. Boucher explained that Ducal Development informed him today that it would be too costly to change the Hutchinson Point project plans to loop the water main back into North River Road, and that the original project plans to tie this 24-unit development into the state road would stand. Following tap and sleeve, gate valves, sewer and water main discussions, it was recalled that at the time Ducal Development originally met with the Board of Commissioners with water and sewer plans, a discount was hoped for should all entrance fees be paid at once. That would be a first for Milford, said Chairman Courage. Vice-Chairman Putnam said a 2% discount if paid within 10 days is common within some business transactions. The Town of Milford does not offer billing discounts. The commissioners do not want to set a precedent with discounts, however may consider offering the older entrance fee rate, even if the 2016 rate is higher,

since the Ducal project has already been approved. Mr. Courage asked if the Finance Department had updated entrance fees since the Finance Department audit has been completed. Mr. Boucher said the 2014 audit is complete and that he has used 2013 entrance fee rates for the Ducal entrance fee calculations. Chairman Courage asked Vice-Chairman Putnam to discuss new entrance fee rates with the Finance Director. Mr. Putnam said he would do so 8am Wednesday morning. Mr. Boucher said typically the first numbers are held, as of when the water and sewer entrance fee application was received—nothing has been built yet.

Vice-Chairman Putnam made the motion to charge water and sewer entrance fees, per unit, at the current rate, without a discount. Commissioner White seconded. All voted in favor, motion passed 3/0. Mr. Boucher asked about the water tapping valve and sleeve. Vice-Chairman Putnam made the motion the Water Utilities Department will purchase the water tap and sleeve material, and for Ducal Development to install same. Commissioner White seconded the motion. All voted in favor. Motion passed 3/0.

Mr. Boucher said Underwater Solutions will be here to clean and inspect all three water storage tanks on the 26th, the Dram Cup tank will be first. DN Tanks will be present for the inspections as it is the one year “close out” for the tank lining project. Hydrants will be serviced. Mr. Boucher apprised the commissioners of the progress achieved by Water Department personnel at the Curtis Wells. Chairman Courage inquired when well testing will begin at the Lorden Property. Mr. Boucher explained the court approved decree has not been received. Mr. White agreed that there is no time limit for this process and an inquiry to the court clerk will not hasten the approval process.

Non-Public Session – At 6:43 p.m., Vice-Chairman Putnam made the motion to enter into non-public session for the purpose of discussing personnel, per RSA 91-A: 3, II (a)). Commissioner White seconded the motion. All voted in favor. Exiting the non-public session at 7:10 p.m., Vice-Chairman Putnam announced that during the non-public session the minutes of the April 26, 2016 non-public session were signed.

Future Appointments/Meetings: **Tuesday, June 7, 2016 at 6:00 p.m.** The next Commissioners’ meeting will be held at the Water Utilities Department, 564 Nashua Street.

Adjournment: At 7:10 p.m. Commissioner White made the motion to adjourn the meeting, seconded by Vice-Chairman Putnam. All voted in favor.

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date

Dale A. White, Commissioner

Date